

South Jordan City

Job Description

Title: Director of Planning & Economic Development **Effective Date:** 5/11/2025
Org Code: 100400 **FLSA:** Exempt/Executive
Pay Grade: GS25 **Workers Comp:** Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Lead the strategic planning and economic development efforts of the City, ensuring alignment with organizational goals and service values. Manage daily operations of the Planning Department under the City Manager and City Council’s direction, overseeing planning, zoning, economic development, and property transactions to promote sustainable growth and financial stability. Provide expertise and recommendations to support long-term planning initiatives and City Council decisions.

SUPERVISOR

Assistant City Manager

POSITION(S) SUPERVISED

City Planner
Long Range Planning Analyst

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the City. Supervise subordinate personnel including hiring, performance management, employee development and training, coaching and initiating corrective action.

Assign planners to the development of major planning projects; provide leadership and follow up to assure most effective outcomes.

Supervise the preparation and/or revision of the zoning ordinance and zoning maps.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the City Council and City Manager.

Assure that all department staff actively and meaningfully engage with other City Teams and Team members in the coordination and performance of all work and activities, in a manner consistent with the City's Service Values, with the end of accomplishing the mission of the City.

Advocate for and implement local and state legislation that supports the City's development goals, ensuring compliance with City policies and legal requirements

Formulate, develop, and carry out all Department work within applicable policies including those of the Planning Commission, the City Council, the Appeals and Variance Hearing Officer, and City Administration; also consistent with the City Code and other applicable law.

Prepare and propose long range plans including the City's General Plan and implementation of goals and policies.

Serve as technical advisor to the City Council, Planning Commission, City Manager, and City Teams on local and regional planning and zoning matters; make recommendations based on professional experience.

Give advice to and cooperate with municipal officials, developers, and community organizations in connection with new or contemplated major projects and coordinate projects with RDA and Economic Development employees.

Encourage and coordinate improved community relations and public relations to include promoting neighborhood preservation, beautification projects, other civic programs, and community forums.
Facilitate and oversee the negotiation and the settling of disputes on major planning and zoning problems.

Administer the collection and filing of data on City demographics, building statistics and coordination with GIS mapping.

Make presentations regarding development issues through audio, visual presentations, and staff reports to City Council, Planning Commission, other governmental agencies, and citizen groups.

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Implement risk management programs required by the City insurance carriers, City risk managers, and City Manager to protect the health, safety, and welfare of City employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the City.

Maintain spending within the budget parameters established by the City.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the City.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Represent and advocate for the City in State and regional planning/development programs, committees, councils, commissions, and educational efforts.

Serve as a member of City committees representing the administration and operations of the economic development, redevelopment, long-term planning and sustainability programs within the City.

Coordinate and monitor all activities of the City's economic development and redevelopment programs. Serve as an advisor for the development and/or revision, recommendation, and implementation of long-term planning plans, projects, programs and procedures, land transactions, and business licensing

Serve as project manager or co-project manager, as assigned, on economic and community development and redevelopment projects. Work with City and department public information officers to develop, create, and maintain marketing plans for the City and its economic development and redevelopment projects as required.

Manage and oversee all City owned commercial leasing and identify performance goals for commercial space, as applicable.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in in urban or city planning, landscape architecture, engineering, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver License

MBA or MPA Preferred

Membership in APA (American Planning Association) within six months of hire

AICP Certification (American Institute of Certified Planners) within six months of hire

Membership and association with other planning/development organizations is encouraged.

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of applicable public sector laws and regulations.

Knowledge of demographics, land use analysis, sustainability, planning/development trends and techniques, economics, and municipal finance as applied to city planning; principles and practices of engineering and physical design as related to city planning.

Knowledge of principles and practices of public administration and of the limits of public action.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.

Ability to organize and administer the functions of a Planning Department, including planning and building divisions.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in course of performing portions of job functions. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Director of Planning	EEO-4 Class:	Official/Admin
Location:	Planning	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	365 & 350